



# Privacy Policy for Candidates – Laigaard Executive Search ApS

## 1. Introduction

Here you will find information on how Laigaard Executive Search ApS (hereinafter referred to as "we," "us," and "our") handles your personal data as part of our operations and in connection with the activities described below.

The responsible management of personal data is central to our business and reputation. This policy explains how and why we collect your information, how it is used, when it is deleted, and how you can access it.

## 2. Data Controller

Laigaard Executive Search ApS is responsible for the processing of your personal data as described in this privacy policy, unless otherwise specified for particular activities below. If you have any questions regarding our handling of your data, please feel free to contact us:

Laigaard Executive Search ApS

CVR: 26988020

Address: Christianshusvej 193, DK-2970 Hørsholm, DENMARK

Telephone: +45 70 140 900

E-mail: [gdpr@laigaard.com](mailto:gdpr@laigaard.com)

## 3. How We Process Personal Data in Connection with Our Work

We collect and process personal data in various contexts, and the purpose of the collection, the use of the data, and the timing of its deletion may vary. The different activities where Laigaard Executive Search ApS acts as the data controller and collects personal data about you are therefore described individually below.

### 3.1 When You Register as a Candidate in Laigaard Executive Search's Database

When you register as a candidate in our database, we process, store, and disclose a range of personal data about you for the purpose of our Executive Search activities. Your personal data will be used for the purposes outlined below.

### 3.1.1 What Personal Data is Collected and Where Does It Come From?

When you fill out our data form, you generally decide which information you wish to share with us. In addition to the information you provide in the data form, we also expect to collect the following information about you:

- **Contact Information:** Name, email, phone number, and address.
- **CV Information:** This may include a photo, current position, employer, work experience, skills, certifications, diplomas, as well as other documents you have uploaded, including information about your job performance, education, and training.
- **Test Results:** Results from personality and aptitude tests that you are asked to complete in connection with the recruitment process, as well as notes from interviews.
- **References:** Information from previous employers, which you have given us permission to contact.
- **Public Information:** Information from social media, such as your skills, achievements, hobbies, and public image.
- **Financial Information:** For positions of particular trust, such as Chief Financial Officer or Accounting Manager, it may be relevant to obtain financial information from a third party, such as a credit reporting agency. If this is relevant for the position you are applying for, we will first obtain your consent.
- **Criminal Record Certificate:** During a more in-depth second interview in a specific recruitment process, we will request that you provide a criminal record certificate.
- **Health Information:** If the position requires it, or if specific health information is relevant to your work, we may collect this data, as it may be pertinent to us or your future employer.
- **Other Personal Data:** Any additional information you may provide us during the recruitment process.

### 3.1.2 The Purpose of Processing Personal Data

We process your personal data for the following purposes:

- To register and store you as a candidate in our database, which we use for recruitment tasks.
- To assess whether you are the right candidate for one or more of the positions we are recruiting for on behalf of our clients.

### 3.1.3 What Legal Basis Do We Use for Processing?

We process your personal data based on the following legal grounds:

- Consent: When you register as a candidate in our database, we ask for your consent to process the information you provide in the data form. This also includes permission to conduct personality and aptitude tests and to process information from interviews. Additionally, we seek your consent if we need to gather references from previous or current employers, educational institutions, or other relevant parties as part of the recruitment process. For positions of particular trust, such as a CFO, it may be necessary to collect information from third parties regarding your financial situation (e.g., from a credit reporting agency), for which we will also request your consent. This processing is based on Article 6(1)(a)

of the General Data Protection Regulation (GDPR). You can withdraw your consent at any time by contacting us.

Although our current recruitment processes always involve human decision-making, we also use profiling techniques, such as personality and aptitude tests, as part of our recruitment activities. In the future, we may implement fully automated technologies, such as expert systems or machine learning, to conduct the entire selection process from start to finish, where relevant and in compliance with applicable law. If we implement such technologies in the future, we will inform you of this and obtain your consent, where required, before engaging in such activities.

- **Legitimate Interest:** We process your personal data based on our legitimate interest, which we assess to outweigh your fundamental rights and freedoms. This may include collecting information about you from publicly available sources, personal contacts, and networks. This processing is based on Article 6(1)(f) of the General Data Protection Regulation (GDPR). Our legitimate interest is to present you as an attractive candidate and to provide you with the best employment opportunities with our recruiting clients. You have the right to object to this processing at any time by contacting us.

We process personal data related to criminal offenses and convictions on the following legal basis:

- **Consent:** We obtain your consent if it becomes necessary to collect your criminal record certificate in connection with a specific position. This is in accordance with Section 8(3) of the Danish Data Protection Act. You can withdraw your consent at any time by contacting us.

Processing of sensitive personal data is based on the following legal basis:

- **Consent:** If we need to process sensitive personal data, we will obtain your explicit consent. This processing is based on Article 9(1)(a) of the General Data Protection Regulation (GDPR). You can withdraw your consent at any time by contacting us.

#### **3.1.4 Who Are Your Personal Data Shared With?**

Your personal data may be shared with our recruiting clients (your potential new employer) in connection with recruitment processes where your profile is considered relevant for a position. This information is included, among other things, in presentation materials tailored to the specific client and the position to be filled.

#### **3.1.5 How Long Are Your Personal Data Retained?**

Generally, we retain your personal data for one year after registration in our database. If you provide consent, we may retain your data for an additional year.

If we have requested that you provide a criminal record certificate, it will be deleted immediately after the relevant recruitment process is completed.

## **4. Sharing of Personal Data with Data Processors and other Data Controllers**

### **Data Processors**

In order to fulfill the purposes mentioned above, it may be necessary to share your personal data with third parties, such as IT providers, recruitment agencies, and other partners. These parties will only process your data in accordance with our instructions and under a data processing agreement. This means that they will handle the data exclusively as our data processors and not for their own purposes.

## Disclosure

There may be situations where we are required to disclose your personal data to other third parties than our recruiting clients. Under specific circumstances and in accordance with the law, we may be required to share your data with the following recipients:

- Lawyers and accountants
- Courts and other public authorities
- Potential buyers of the company

As our business evolves, changes in our corporate structure may occur, such as the partial or complete transfer of Laigaard Executive Search ApS. In such cases, your personal data may be disclosed as part of our assets, based on our legitimate interest in carrying out commercial changes (in accordance with Article 6(1)(f) of the General Data Protection Regulation).

When transferring personal data to recipients outside the EU/EEA ("third countries"), such transfers will be conducted in accordance with the European Commission's standard contractual clauses or relevant adequacy decisions made by the European Commission (pursuant to Chapter 5 of the General Data Protection Regulation).

## 5. Your Rights

You always have the right to exercise your rights under data protection laws:

- **Access:** You have the right to access the personal data we hold about you and to receive a copy. We will respond to your request within one month.
- **Objection:** You have the right to object to how we collect and use your personal data.
- **Correction:** If you find that we have incorrect information about you, you have the right to have it corrected.
- **Deletion:** In certain cases, you have the right to have your personal data deleted before it would automatically be deleted under our standard guidelines.
- **Restriction:** Under certain circumstances, you can request that we restrict the processing of your personal data. This means that we may only process your data—besides storing it—with your consent, or if it is necessary to establish, exercise, or defend legal claims, protect a person, or meet important public interests.
- **Data Portability:** In certain situations, you have the right to receive a copy of the personal data you have provided to us in a structured, machine-readable format.

If you wish to exercise your rights, you can contact us at [gdpr@laigaard.com](mailto:gdpr@laigaard.com). We will handle your request in accordance with applicable law. If we need additional information from you to process your request properly, we will contact you.

For more information about your rights, you can visit [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **6. Complaint Procedure**

If you have any objections to the way we process your personal data, we would appreciate hearing from you. You can find our contact details in section 2 above.

You also have the option to file a complaint with the Danish Data Protection Agency (Datatilsynet), located at Carl Jacobsens Vej 35, DK-2500 Valby, DENMARK. You can contact them via email at [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk) or by visiting their website at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **7. Changes to the Privacy Policy**

This privacy policy may be updated periodically to ensure it reflects our current practices for processing personal data.

If significant changes are made to how we handle your personal data, you will be informed of the updates—either directly or by us publishing the changes on our website.

The latest update to this privacy policy was made in August 2024.